



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK

April 2, 2004

**VACANCY ANNOUNCEMENT**  
**CHIEF DEPUTY CLERK**

Position Available December 1, 2004

Salary Range: \$96,970 - \$142,174

Application Deadline: May 1, 2004

Commensurate with qualifications and experience

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**POSITION OVERVIEW:**

The Chief Deputy Clerk reports directly to the Clerk of Court. The Chief Deputy will assist the Clerk in the administrative and management functions of the court delegated to the clerk.

Duties may include assisting with:

- Day-to-day administration and supervision of the Clerk's Office
- Hiring and assigning personnel including designing and managing training programs
- Directing staff responsible for processing civil and criminal cases and for records management
- Preparing and managing the annual budget
- Working with various government agencies and others on a variety of matters necessary to court administration
- Directing the information technology operation of the court
- Directing the court's financial service function including the accounting functions and procurement
- Managing the jury operations of the court

**REQUIREMENTS:**

To qualify for the position of Chief Deputy a person must have a bachelors degree from an accredited college or university and must have a minimum of six years of substantial management experience, simultaneously managing multiple departments with differing disciplines (e.g. operations, financial, human resources, information technology, etc). Candidates must have a performance history that demonstrates proven skills managing limited resources against multiple demands, strong organizational, prioritizing and problem solving skills. Exceptional interpersonal skills are required.

#### PREFERENCES:

- Law degree or post graduate degree in judicial administration or a related field
- Experience working in a federal or state court, supervising multiple functional areas with a thorough knowledge of case management processes and procedures.
- Thorough knowledge of government procurement regulations.

#### BENEFITS:

Employees of the U.S. District Court are not included in the Federal Government's Civil Service classification. They are, however, entitled to benefits similar to other federal employees which include:

- 10 paid holidays
- 13 days paid vacation for the first three years
- 20 days paid vacation after three years
- 26 days paid vacation after fifteen years
- Choice of medical coverage from a wide variety of plans (requires employee contribution)
- Group Life Insurance options
- Eligible for long-term disability plan options
- Participation in the Federal Employees Retirement System
- Thrift Savings Plan (tax deferred retirement savings)
- CNA Long Term Care Program options
- Flexible Benefits Program options

#### INFORMATION FOR APPLICANTS:

Employees of the U.S. District Court are "at-will" employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Interview and/or relocation expenses will not be provided or reimbursed.

*An overlap of appointments may be considered.*

INTERESTED APPLICANTS SHOULD SUBMIT A COVER LETTER, RESUME AND SALARY HISTORY TO:

CLERK  
UNITED STATES DISTRICT COURT  
500 POYDRAS STREET, ROOM C-151  
NEW ORLEANS, LA 70130  
**PERSONAL AND CONFIDENTIAL**